

# Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

**San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, November 19, 2014 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



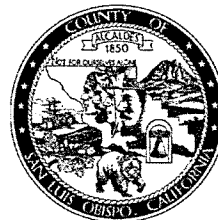
## AGENDA

MEMBERS OF THE COMMISSION  
President Arthur Chapman  
Vice President Wayne Caruthers  
Robert Bergman  
Betsey Nash, SPHR  
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**  
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**  
The following draft minutes are submitted for approval:
  - a. September 24, 2014
4. **Job Specifications – New**
  - a. Deputy Director – General Services Department
5. **Reports**
  - a. Commission President
  - b. Commission Counsel
  - c. Commission Secretary
6. **Adjournment**

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
**Regular Session Meeting**  
**Wednesday, September 24, 2014 @ 9:00 A.M.**  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Arthur Chapman, President  
Wayne Caruthers, Vice President  
Robert Bergman  
Betsey Nash, SPHR  
William Tappan

## MINUTES

- Present:** Commissioner Robert Bergman, Commissioner Betsey Nash, Commissioner William Tappan
- Absent:** President Arthur Chapman, Vice President Wayne Caruthers
- Staff:** Acting Commission Secretary Dori Duke, Commission Clerks Robin Mason and Heather Carey Gunderlock
- Counsel:** Commission Counsel Tim McNulty
1. **Call to Order/ Flag Salute/ Roll Call**  
Acting President Bergman: The meeting was called to order at 9:00 A.M. and Commissioner Bergman led the flag salute. Commission Counsel Tim McNulty determined that in the absence of the President and Vice President, that the commission designate the role of Acting President. The Commission decided that the Acting President be Commissioner Robert Bergman for the meeting.
  2. **Public Comment Period**  
Acting President Bergman asked for Public Comment. Being none, he closed the Public Comment Period.
  3. **Minutes**  
Due to the absence of the President and Vice President, Acting President Bergman stated that he had been absent from last month's meeting so there was not a quorum for the Commission to vote on last month's meeting minutes. He determined this item be rescheduled to next month's meeting. Commission Counsel agreed.
  4. **Job Class Specifications: Revised**
    - a. **Civil Engineering Technican**

Jamie Azarvand, HR Analyst: Introduced Glenn Marshall, Transportation Division Manager from the Public Works Department and the revised job specification.

Ms. Azarvand: Addressed the Commission and explained the reason for the specification revision.

Ms. Azarvand: Explained the additional technical components to the specification, i.e., GIS.

# Civil Service Commission

Acting President Bergman:	Commented on the revised specification.
Commissioner Tappan:	Commented that he liked language "as explained above" rather than repeating the requirements each time.
Commissioner Nash:	Had no comments or questions.
Acting President Bergman:	Asked about Page A-9 (the Public Works organizational chart).
<b>b. Engineer I-II-III-IV</b>	
HR Analyst, Jamie Azarvand	Introduced the Engineer I-II-III-IV revised specification.
Ms. Azarvand:	Explained reason for revision to specification series.
Glenn Marshall, Public Works:	Responded to the Commission and explained language of specification and the connection to the organizational chart.
Ms. Azarvand:	Stated that the revision would provide opportunities for natural career progression within the Department.
Mr. Marshall:	Explained that the Department fully supports employees in obtaining training and appropriate certification.
Acting President Bergman:	Asked SLOCEA for comment regarding the revised specifications.
Theresa Schultz, SLOCEA:	Addressed the Commission to indicate SLOCEA had met with Ms. Azarvand and David Flynn, Public Works and that SLOCEA supports revised job specification.
Acting President Bergman:	Asked for a motion to approve the specification revision as written. Commissioner Nash made the motion; Commissioner Tappan seconded the motion. Motion carried 3-0-2. (President Chapman and Commissioner Caruthers were absent.)
Acting President Bergman:	Asked if the Commissioners had questions regarding the revised specification.
Acting President Bergman:	Asked for a motion to approve the revised specification. Commissioner Tappan made the motion; Commissioner Nash seconded. Motion approved as written. 3-0-2 (President Chapman and Commissioner Caruthers were both absent.)

# Civil Service Commission

## 5. Job Class Specifications – New

### a. Deputy Agricultural Commissioner/Sealer

HR Analyst, Mark McKibben:	Introduced Brett Saum, Chief Deputy Sealer of Weights & Measures.
Mr. McKibben:	Explained reason for new job specification.
Mr. McKibben:	Discussed organizational chart to Commission with special attention to Page 5a-4.
Mr. McKibben:	Discussed Page 5a-6 regarding the organizational phase 4 structure.
Mr. McKibben:	Discussed page 5a-5 organizational chart phase 2 structure.
Acting President Bergman:	Asked Mr. McKibben what would happen now if approved.
Mr. McKibben:	Discussed the interim phase on page 5a-5 of the current organizational chart until the current incumbent retires.
Acting President Bergman:	Asked about cost savings.
Mr. McKibben:	Responded there would be a small cost savings.
Mr. McKibben:	Explained difference in licensure and job duties.
Mr. Saum:	Explained that the new classification would create a more streamlined structure and that many administrative duties will be combined under an Administrative Services Officer which will improve customer relations and be better for the County overall.
Commissioner Tappan:	Asked a clarifying question regarding education and experience.
Mr. McKibben:	Responded that the Education requirement will now be in compliance with State regulations. He referenced Page 5a-3.
Acting President Bergman:	Asked Mr. McKibben what degree would be required at the new level.
Mr. McKibben:	Stated that a Bachelor's degree would be included as part of the Minimum Qualifications and referred Mr. Bergman to Page 5a-3.
Mr. Saum:	Clarified that work experience is also considered under Minimum Qualifications.

# Civil Service Commission

Acting President Robert Bergman: Opened the meeting to Public Comment. Being none, he closed the Public Comment period.

Acting President Bergman: Asked for a motion to approve the new specification as written. Commissioner Nash made the motion; Mr. Tappan seconded. The motion passed 3-0-2.

## 6. Reports

a. **Commission President**  
President Chapman: No report.

b. **Commission Counsel**  
Tim McNulty: No report.

c. **Commission Secretary**  
1. AB 218 "Ban the Box" legislation

Acting Commission Secretary, Dori Duke: Ms. Duke addressed the Commission regarding AB 218 "Ban the Box" legislation. She explained that the legislation prohibits an employer from inquiring about criminal history on the job application (prior to hiring). She explained HR is in compliance and has removed that question from the application. She added that the question will be asked of the candidate during the background process instead.

Commissioner Nash: Further clarified that the question has been removed from the HR application. Ms. Duke responded that it had.

Commissioner Tappan: Asked if a candidate's conviction has been expunged from record, how the process works.

Ms. Duke: Read from AB218 about the instruction to such candidate when completing that question on background packet.

Acting President Bergman: Thanked Ms. Duke for her answer.

Acting President Robert Bergman: Noted that this law now creates a time lag for HR which will be spent on applicants before hiring occurs.

Ms. Duke: Responded that there are certain positions that are exempt, such as law enforcement and that weighing the benefits versus the risks, HR Leadership determined it is preferable to be consistent while being in compliance with the law.

President Robert Bergman: Asked about cases of violent crimes committed by candidates.

# Civil Service Commission

Ms. Duke: Responded that HR research demonstrates that this does not occur frequently enough to have a different process in such a case.

Acting President Bergman: Asked if discretion by HR is given regarding specific crimes committed by candidates for a specific job.

Ms. Duke: Responded that HR has contracted with a background vendor that conducts our background investigations. HR then reviews and makes individual assessments, as needed, depending on job nexus.

Ms. Duke: Explained that candidates are notified if they did not pass background and that HR Analysts assess and evaluate results and the nexus to the job.

Mr. McKibben: Clarified that candidates may request their background check results on the authorized form. The results are sent from our third party vendor.

## 2. HR Technology Changes

Ms. Duke: Introduced Deborah Carlson, Technology Manager, HR who conducted a presentation to the Commission regarding Technology Changes within the HR Department. She presented a NeoGov Power Point presentation.

Ms. Carlson: Explained the Communications Plan and NeoGov Timeline: HR has targeted October as "Go Live"; applicant tracking will be available in February 2015 and that the new employee onboarding portal as well as online performance evaluations are targeted for April 2015.

Commissioner Tappan: Asked about security regarding online evaluations.

Ms. Carlson: Responded about security and offered to provide a report addressing his concern.

Ms. Carlson: Referred back to power point regarding the Communication Plan and mentioned she had additional information for any Commissioners who would be interested.

Ms. Carlson: Referred to Power Point: "Next Steps."

# Civil Service Commission

Acting President Bergman:

Thanked Ms. Carlson for her presentation and asked if there was any other Commission business. Being none, he adjourned the meeting at 9:59 a.m.

## 6. Adjournment

Acting President Bergman:

Being no further business, Acting President Bergman adjourned the meeting at 9:59 a.m.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department  
SAN LUIS OBISPO COUNTY

*Tami Douglas-Schatz,*  
*Director*

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission  
DATE: November 19, 2014  
FROM: Mark McKibben, Personnel Analyst  
SUBJECT: New Specification: Deputy Director – General Services Department

**RECOMMENDATION**

It is recommended that the Commission approve the new classification specification as submitted.

**BACKGROUND**

On August 11, 2014, County Administrative Officer Dan Buckshi announced the dissolution of the General Services Agency (GSA). The Agency was formed in 2008 by merging the information Technology Department with the existing General Services Department. The Agency's management structure included the GSA Director and four Deputy Directors to oversee: Airports, Parks, Information Technology and General Services. Prior to the merger, The General Services Department included five divisions: Airports, Parks, Fleet Management, Building & Facilities Management, Real Property Services.

Unfortunately, the anticipated economies of scale and organizational efficiencies that were necessary to support the Agency, were never realized. Moreover, there have been many discussions over the years as to whether Airports and Parks should be separate, stand-alone departments. The announcement by the CAO initiated the process of creating four independent County departments: County Airports, Parks & Recreation, Information Technology and General Services. The four existing GSA Deputy Directors were named interim directors for their respective operational areas.

**BOARD OF SUPERVISORS APPROVAL**

On September 23, 2014 the Board of Supervisors approved a plan to formally establish the four independent departments and the respective Department Head positions. Human Resources is currently recruiting to fill three of these new positions. The CAO is expected to propose that the Board of Supervisors appoint the interim Director of Airports as the Department Head later this month.

The Administrative Office, Human Resources and the interim Directors have been working to establish the respective organizational structures of the independent departments. This group is also developing a plan to reassign GSA fiscal and administrative staff across the new departments. Furthermore, a recommendation was made that a management level position be established that would focus on the operational needs of the new General Services Department.

4A1



**DISCUSSION**

Human Resources staff reviewed the duties proposed for the new position against the existing Deputy Director General Services (Agency) classification and determined that the references to the Agency and certain duty descriptions are no longer applicable. Moreover, the proposed span of control for the new position is being reduced. As a result, HR staff developed a new class specification entitled Deputy Director – General Services Department which is proposed for your approval. Recognizing that the yet to be appointed department head may propose additional organizational changes, the new specification allows the flexibility for the incumbent to direct one or more of the Department's functional areas.

**RESULTS**

Upon your approval HR staff will request the Board of Supervisors' approval of the class specification, and its allocation to the new General Services Department. A recruitment to fill the position could begin shortly thereafter.

This classification will support the re-establishment of General Services as an independent department and the phased implementation of a new organizational structure. The Administrative Office and Human Resources support the new classification as proposed.

**Attachments:**

General Services Department - Transitional

Deputy Director – General Services Department



# General Services

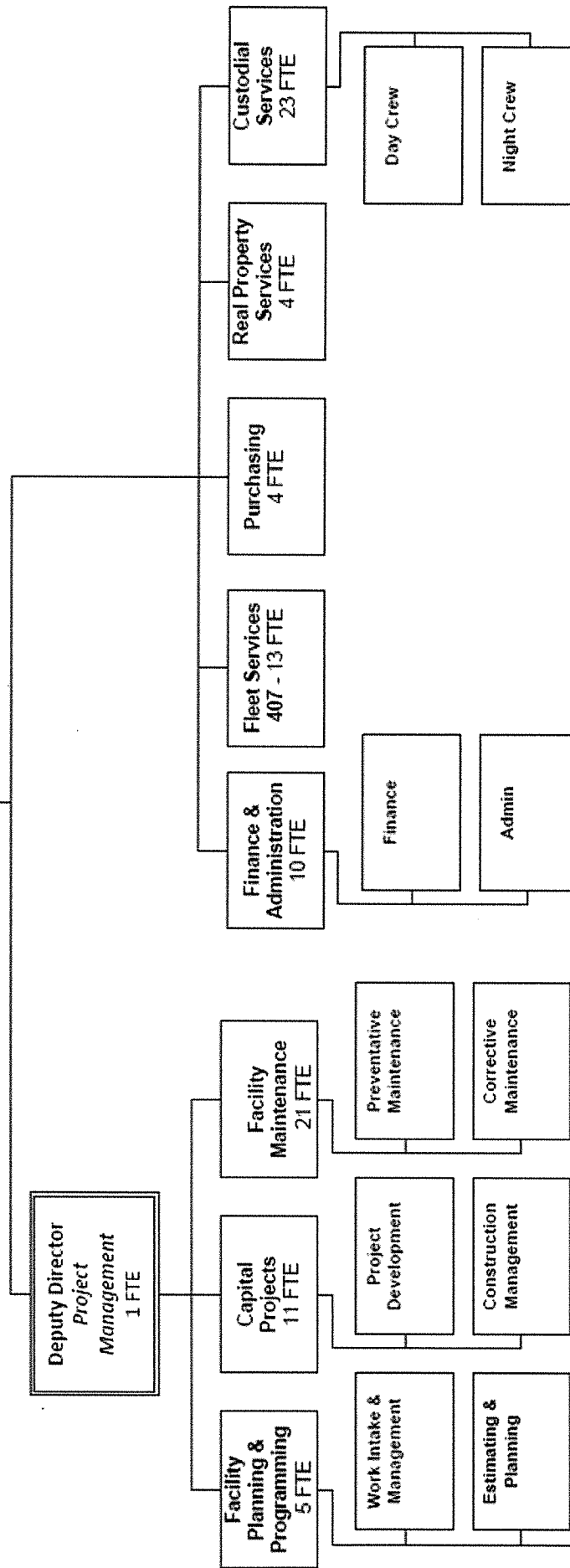
Organizational Chart  
(Functional)

Proposal – 9/2/14

County of San Luis Obispo

FTE Summary  
113 = 81.00  
407 = 13.00  
Total 94.00

GENERAL  
SERVICES  
DIRECTOR  
1 FTE



☐ = NEW

4A3

1 **SAN LUIS OBISPO COUNTY**

2 **HUMAN RESOURCES DEPARTMENT**

3  
4 **DEPUTY DIRECTOR – GENERAL SERVICES DEPARTMENT**  
5

6 **DEFINITION:**

7 Under general direction of the Director of General Services, plans, organizes and  
8 directs the operations and activities of one or more major organizational segments  
9 of the department, including: building and facilities maintenance, capital project  
10 management, finance and administration, purchasing, fleet services and property  
11 management; performs other related work as required.  
12

13 **REPRESENTATIVE DUTIES:**

14 (Not in order of importance)

- 15 • Provides consultation and technical expertise to the Director, Board of  
16 Supervisors, county administrators, outside agencies, media, and the public  
17 concerning assigned programs, operations and activities; may act on behalf of  
18 the Director as directed.
- 19 • Oversees the development and implementation of policies, procedures and  
20 programs to enhance financial effectiveness and operational efficiency.
- 21 • Directs the operations and activities related to the maintenance, repair, and  
22 cleaning, of County buildings, facilities and equipment.
- 23 • Directs the planning and fiscal functions involved in the implementation of  
24 capital projects; assists in determining the priority of capital projects and in  
25 the review and evaluation of contracts and project costs; recommends project  
26 fund transfers or additional funding as appropriate.
- 27 • Directs the planning and fiscal functions related to real property acquisition  
28 and management.
- 29 • Directs the activities related to the procurement, servicing, maintenance and  
30 repair of County vehicles, construction equipment and ground maintenance  
31 equipment.

- Directs the activities of the purchasing and procurement unit; may act as County's Purchasing Agent on behalf of the Director.
- Supervises, trains and evaluates assigned staff; interviews and selects employees; recommends transfers, reassignments, and disciplinary actions; coordinates subordinate staff work assignments and reviews work to ensure compliance with established laws, policies, standards and procedures; develops and implements training and employee development activities.
- Implements County safety programs and ensures employee compliance with all safety rules and regulations; responds to hazard reports; investigates and reports accidents and injuries.
- Directs the research, submittal and presentation of reports and records as required by policy, ordinance and law; coordinates the preparation of media releases.
- Attends and conducts a variety of meetings as assigned; prepares and delivers oral and written presentations; represents the County at various conferences and special events; responds to inquiries and resolves issues related to assigned areas of responsibility.
- Develops annual operational budgets; analyzes budgetary and financial data; controls and authorizes expenditures in accordance with established policies and procedures.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Management of programs and functions in assigned areas of responsibility
- Practices, procedures, laws and codes involved in the development, management and implementation of capital projects including related planning, construction and quality control
- Practices and techniques of maintaining buildings, facilities, fleet and equipment in good repair
- Practices and techniques of real property appraisal, laws and procedures governing the sale, acquisition or condemnation of property for public use

- Principles, practices, laws and regulations applicable to purchasing for a government agency
- General accounting, budget preparation and control and business functions
- County organization, operations, policies and objectives; policies and objectives of assigned programs and activities
- Principles and practices of management, administration, supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

**Ability to:**

- Plan, organize and direct the operations and activities in assigned areas of responsibility to meet the needs of the County and public and ensure compliance with applicable laws and regulations
- Plan, organize and direct the planning, construction, fiscal and public relations functions involved in the development and implementation of capital projects
- Coordinate and direct County-wide activities related to the operation, maintenance and repair of buildings, vehicles, equipment and other designated facilities and equipment
- Supervise and evaluate the performance of assigned staff
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned office equipment
- Work independently; plan and organize work; meet schedules and timelines; conduct operations within established budget
- Prepare comprehensive narrative and statistical reports; direct the development and maintenance of a variety of reports, records and files related to assigned activities
- Work effectively with others including those of diverse perspectives and possess strong interpersonal skills
- Foster a spirit of teamwork and advocacy when meeting with staff and members of departments

- Maintain a safe and orderly work area

#### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor's degree in construction management, business administration, public administration or a related field. (Job-related experience may substitute for the required education on a year-for-year basis.) In addition, four years of increasingly responsible professional-level experience with oversight of a large construction management, building facilities or architectural services organization or related experience. Two years of the required experience must be in a supervisory position. (A post-graduate degree in a related field may substitute for one year of the required experience.)

#### **OTHER CONDITIONS OF EMPLOYMENT:**

Employees must be willing and able to respond to after-normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

#### **LICENSES/CERTIFICATES:**

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 00-00-00

BOS Approved: 00-00-00